

Pre-Screening (PS) Checklist And Questionnaire for Grading Abatement

The following is a list of documentation required by the Planning Office for a Pre-Screening in order to review a request to partially legalize or fully legalize a grading violation. Your application will **not** be accepted unless it is accompanied by the current filing fee and includes **all** the pertinent items described below. Following initial distribution and review of submitted materials additional information may be required. **Questions?** Contact: Planning Office (408) 299-5700

Checklist of Required Application Materials

The documents listed below are **required** for your application and **must be submitted in electronic form through the County InSite Public Portal. Incomplete submittals will not be accepted.** All plans must be legibly drawn to an appropriate scale.

- Site Plan** must be legibly drawn to an appropriate scale, dimensioned, and on plan sheet size 11" x 17" minimum, collated and folded, and include the following:
 - Vicinity Map, scale, and North arrow.
 - Dimensioned lot lines and site contours.
 - Existing structures. Identify the use of each structure.
 - Public / private roadways or right-of-ways used to access the property.
 - Fire hydrants / water tanks and any easements (i.e., public utility, sewer).
 - Septic / sewer system and water availability, location of septic system drainfield and tank.
 - Show all graded areas that constitute the violation and show how these areas will be regraded to abate the violation, including cross sections of all graded areas.
 - Show the original conditions and pre-graded contours that existed prior to the grading violations. Show unpermitted grading with contours and quantities.
 - What are the total quantities of grading violation (cut and fill)? How much fill is proposed to remain? How much fill is proposed to be removed? Provide a table showing the above quantities and include both height and depth.
 - Trees that were or are proposed for removal or impacted by the grading, including type and diameter at 4.5 feet above grade.
 - Any watercourse including ponds, streams, creeks and drainage swales. Identify top of bank.
- Assessor's Parcel Map** (Available at the Assessor's Office-5th Floor, County Government Center)
- Acknowledgments and Agreement Form** signed by the property owner(s) or authorized representative.

Additional Materials that may be Required

The documents listed below **may** be required for your Pre-Screening Review. **Please consult staff to make an accurate determination.**

- Photographs:** Provide photographs of the site and adjacent properties.
- Statement of Justification** for illegal grading proposed to stay in place or on site. Explain how the grading is consistent with the findings detailed in Section C12-433 of the County Grading Ordinance.
 - **Section C12-433 of the County Grading Ordinance requires ALL Grading Findings to be met. If the Grading Findings are not met, the project will not be approved.**
- Fire Protection Information**
 - Total square footage of proposed structure(s), proposed occupancy type per California Building Code, and type of building construction to determine size of water tanks per CMFO-W2.
 - Label NFPA 13 fire sprinkler system as a deferred submittal.
 - Provide water source (name of water provider or on-site well). If water connection is proposed, provide a will serve letter for source of potable water.
 - If the source of water is on-site well, show the location and capacity of existing or proposed aboveground water tank(s) and means of delivering water at required pressure (e.g., fire pump or gravity).
 - All fire hydrants are to be shown and labeled as standard fire hydrants.
 - Show drivable width, vertical clearance, surface, load-bearing capacity, turning radii, percent grade, turnarounds, turnouts and bridges for all private access roads and driveways,
 - Label if parcel is within the State Response Area (SRA) or the Wildland Urban Interface (WUI).

Note: All parcels located within the WUI are to meet Chapter 7A of the CBC. All parcels located within the SRA, or within the Local Response Area (LRA) and the Very High Fire Hazard Severity Zones (VHFHSZ) are to meet PRC-4290.

*****Turn page for additional requirements*****

Pre-Screening Questionnaire

Written Description:

- Describe your proposed project. Is the application to completely abate the Grading Violation? If not, describe cut / fill areas proposed to remain:

- What are your specific questions or major areas of concern you wish to address in the meeting?

Below is for Office Use Only

**Pre Screening
County Agency Notes**

Meeting Date: _____

Agency: _____

File #: _____

Address: _____

APN: _____

Permits Required

Special District/Area Requirements

Project Specific Requirements/Notes